



City of Austin - JOB DESCRIPTION



Assistant Director, Public Works-Business Systems

FLSA:	Executives/2	EEO Category:	(10) Official/Adm
Class Code:	10756	Salary Grade:	E00
Approved:		Last Revised:	December 31, 2008

Purpose:

Under nominal direction, develops, plans, and implements technical, financial, and managerial business systems in support of public works functions for the City of Austin.

Duties, Functions and Responsibilities:

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

1. Manages division and section activities, including audits of existing facilities, equipment, and personnel to ensure effectiveness and efficiency. Identifies and analyzes trends; determines methodologies to implement change.
2. Develops and implements short and long range plans, programs, and personnel that provide administrative, managerial support, fiscal management, program planning, and evaluation.
3. Determines goals, objectives, and resource requirements for activities within the division.
4. Develops, revises, and implements standard operating practice, policy, and procedure governing the division. Ensures division is in compliance with all City practice, policy, and procedure.
5. Develops and reviews business system design criteria, technical guidelines, standards, etc.
6. Reviews and approves business and financial, project control, and asset management systems. Reviews, approves, and implements quality and safety systems and programs.
7. Assists in the preparation, presentation, and monitoring the departmental budget, and ensures department operates within appropriated budget.
8. Represents the department at City Council meetings, citizens groups, boards and commissions.
9. Provides support to other City departments and agencies on an enterprise basis.
10. Investigates and resolves consumer/citizen inquiries and/or complaints.
11. Prepares and presents reports by compiling, reviewing, and analyzing data; provides written and/or oral reports.

Responsibilities - Supervisor and/or Leadership Exercised:

Responsible for the full range of supervisory activities including selection, training, evaluation, counseling, and recommendation for dismissal.

Knowledge, Skills, and Abilities:

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Ø Knowledge of fiscal planning and budget preparation.
- Ø Knowledge of city practice, policy, and procedure.
- Ø Knowledge of supervisory and managerial techniques and principles.
- Ø Skill in oral and written communications.
- Ø Skill in handling multiple tasks and prioritizing.
- Ø Skill in using computers and related software applications.
- Ø Skill in data analysis and problem solving.
- Ø Skill in managing multiple programs, projects, and tasks.
- Ø Ability to quickly recognize and analyze irregular events.
- Ø Ability to establish and maintain effective communication and working relationships with city personnel and the public.

Minimum Qualifications:

- Ø Graduation from an accredited four year college or university with major coursework in Engineering, Business, or Public Administration or related field, plus six (6) years of supervisory/management experience in cost/schedule engineering, project controls, management systems engineering, asset management, and/or financial administration.
- Ø Twelve (12) college semester hours of graduate work in one of the above-specified areas may substitute for six months of the required work experience up to a maximum of two (2) years.

Licenses and Certifications Required:

None

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.